Sequence for a typical Dual referral response

<u>Scenario</u> - The application, 2R01CA078658-04 for the May 2001 round has been referred to two Cancer Activities, IM (Cancer Immunology and Hematology Branch) and TB (Tumor Biology Branch). In this example, IM will release the application.

Logon to the NOW at http://cii.nci.nih.gov by clicking on the link NOW Production Version link and entering your IMPACII or GRITS User Name and Password in the logon box.

After choosing Referral Activity from the Program Activities module of the NOW the Referral Search screen (Fig.1) will be displayed as shown below.

1) This example uses the **search criteria of NCAB Year (2001), NCAB Month (05) and Full Grant Number field** utilizing the % (wildcard) and 078658 (the serial number).

Note:

- > Fields are **NOT** case sensitive
- You do **NOT have to fill in ALL of the fields** to do a search you can use as few of the fields (gives a broad search) or as many of the fields (to narrow the search results) as you wish.
- You can **type the information** in the boxes or **select information** from the List of Values.
- > The wildcard value is %, for example, %078658% will search for all applications with the serial number of 078658 regardless of type, mechanism or suffix.



Fig. 1 – Referral Search screen with example search criteria, all referrals for 05/2001 that have 078658 as the serial number.

2) Clicking on the "Find Grant(s)" button will display a list of all grants meeting these criteria. (Fig. 2)



Fig. 2 – Search results

Performing the <u>search for TB referrals for 05/2001</u> by removing the Full Grant Number information and typing TB in the Cancer Activity box (Fig. 3) displays the list of applications for TB (Fig. 4)



Fig. 3 - search criteria for all TB referrals in the 05/2001 round



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Enter the search criteria in the appropriate input baxes that follow. The search results can be made smaller by selecting more search

Fig.4 - TB search results - All current referrals for TB in the 05/2001 round

Doing the same search for the Cancer Activity IM (Fig. 5) displays the list of applications currently referred to IM (Fig. 6)

Cancer Activity:

In List of Possible Cancer Activities

Pi:

Grantee Institution:

Find Grant(s)

Clear Selection(s)

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Fig. 5 - Search for all current referrals for IM in the 05/2001 round



Program Activities

Select the Grant Number for Referral Response

The NCAB Date Is: 05/2001

Grant Number.	CA	Principal Investigator	Institution	Title
IR01AI048604-01A1	IM	MOSMANN, TIM R	UNIVERSITY OF ROCHESTER	Differentiation & function, precursor & effector T cells
2R01CA078658-04 Dual CA Is TB	IM	LEVITSKY, HYAM I	JOHNS HOPKINS UNIVERSITY	Tumor induced entigen-specific T cell tolerance

Records 1 to 2 of 2

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Fig. 6 - All current referrals for IM in the 05/2001 round

Returning to the scenario, we are now in the search results displayed for IM (remember that IM is going to Release the application).

- **3)** Clicking on 2 R01CA078658-04 in the list (Fig. 6) bring up the next screen, where one selects the action to take, in this case Release Dual.
- 4) Click on the "Release Dual" radio button then
- **5**) Click on the "Submit Selection" this moves you to the next screen, where you confirm your action and complete the process (Fig.8)

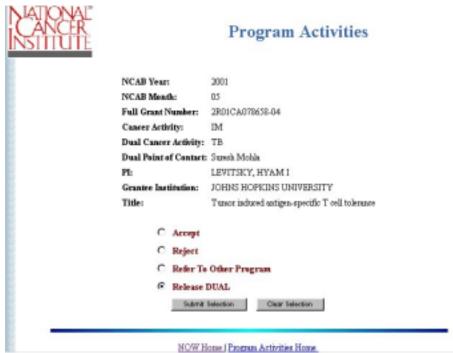


Fig. 7 –



Program Activities

Dual Release

Press the Release Grant button to release the cancer activity of IM. The application will be placed in a single referral status to the Cancer Activity TB.

Grant Number: 2R01CA078658-04 Release Cancer Activity: IM Point Of Contact: Sogn, John, Dual Cancer Activity: TB Dual Point of Contact: Mohla, Suresh,

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Release Orant

Fig. 8 – Dual Release Confirmation Screen

6) Confirm the release by clicking on the "Release Grant" button, which causes a Success message to be displayed (Fig. 9)

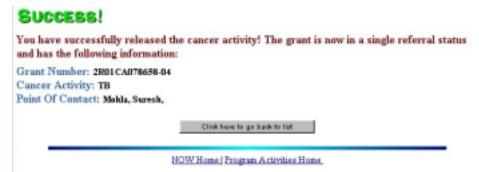


Fig. 9 – Success message

7) If you click on the "Click here to go back to the list" button, you will return to an updated IM list. Note that the application that was just released no longer appears on the list. (Fig. 10)

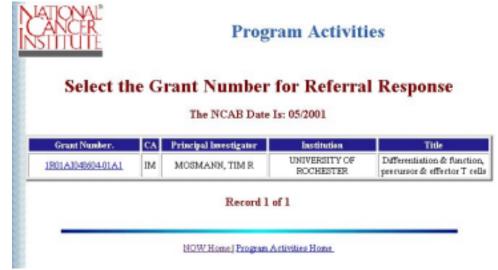


Fig. 10 - Updated IM list for 05/2001

8) If you perform the search using the criteria shown in Fig. 3 (TB for 05/2001), the results will now indicated that 2R01CA78658-04 is no longer a Dual referral. (Fig. 11)



Fig. 11 – updated TB referral list for 05/2001 round, the arrow points at 2R01CA078658-04, no longer listed as Dual Referral.